

**THE TROY CIVIL SERVICE COMMISSION ANNOUNCES
AN OPEN COMPETITIVE EXAMINATION
A \$15.00 NON-REFUNDABLE FEE IS REQUIRED**

Exam Title: Economic Development Coordinator

Exam Number: 68657

Last Date for Filing: May 1, 2015

Date of Examination: June 6, 2015

Job Title: Economic Development Coordinator, City of Troy, Grade 22, Salary Range \$53,713 – \$78,786.

This examination is being held to establish an eligible list and fill future vacancies for the City of Troy. Candidates must be a resident of New York State for one (1) month immediately preceding the date of the exam. If selected for appointment, candidates would have ninety (90) days to move into the City of Troy and thereafter remain a resident of the City of Troy.

DUTIES OF THE POSITION: (Illustrative only)

- Plans, develops, and implements marketing strategies necessary to promote business and industrial development and expansion, including how to market the same product to divergent groups;
- Utilizes various economic development tools to package incentives and available assistance;
- Prepares and delivers presentations in meetings and to the public about Economic Development programs and opportunities;
- Monitors services provided through Economic Development programs to ensure proper administration and delivery;
- Maintains liaison with business community, neighborhood groups, service and governmental agencies to assure outreach to the community and coordination of programs;
- Maintains files of Economic Development program activities;
- Prepares applications and other required documents for applicants for Economic Development benefits;
- Organizes and maintains a database file on businesses, residential property, developable property, and other development criteria;
- Prepares a variety of records, reports, and correspondence related to the City's Economic Development program;
- Coordinates project and program grant opportunities in fulfillment of the City's Economic Development program objectives;
- Works collectively with staff from multiple City departments to complete Economic Development projects;
- Other duties as required.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the examination:

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree and two (2) years of full-time paid experience in urban planning, public or business administration, marketing, economic development, or commercial redevelopment; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and four (4) years of full-time paid experience in urban planning, public or business administration, marketing, economic development, or commercial redevelopment; **OR**
- C. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and six (6) years of full-time paid experience in urban planning, public or business administration, marketing, economic development, or commercial redevelopment

ANTICIPATED ELIGIBILITY: If you do not presently meet the minimum education requirements, but expect to meet them within the next six (6) months, you will be allowed to sit for the examination, but will not be certified for appointment until you have demonstrated to the Commission that you have met the requirements. When filing for the examination, you must notify the Commission in writing that you are filing under **ANTICIPATED ELIGIBILITY** and when you will meet the requirements.

SUBJECT OF EXAMINATION: There will be a written test, which you must pass in order to be considered for appointment. The written exam will test for knowledge, skills and/or abilities in such areas as:

1. **Business principles**- These questions cover the following areas: basic knowledge of business and how it operates, basics of project financing, common development criteria for industrial sites, and business data sources.
2. **Economic development practice and programs**- These questions cover the practice of being an economic developer: handling the requests and meeting the needs of companies and prospects. The candidate must demonstrate knowledge of business information sources and government programs related to economic development, and certain business sales and marketing techniques.
3. **Ensuring effective inter/intra agency communications**- These questions test for understanding of techniques for interacting effectively with individuals and agencies, to educate and inform them about topics of concern, to clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with the staff of one's own agency and/or that of other agencies in cooperative efforts of public outreach or service.
4. **Evaluating conclusions in light of known facts**- These questions will consist of a set of facts and a conclusion. You must decide if the conclusion is proved by the facts, disproved by the facts or if the facts are not sufficient to prove or disprove the conclusion. The questions will not be specific to a particular field.
5. **Preparing written material**- These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose

the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

6. **Project planning and program evaluation**- These questions test for basic concepts and techniques essential to project planning and program evaluation.

7. **Understanding and interpreting tabular material**- These questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form. You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or interrelationships, and revising or combining data sets. The concepts of rate, ratio, and proportion are tested. Mathematical operations are simple, and computational speed is not a major factor in the test. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.**

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: www.cs.ny.gov/testing/localtestguides.cfm

**The use of calculators is RECOMMENDED for this examination
CELL PHONE CALCULATORS ARE PROHIBITED**

NOTICE TO CANDIDATES: Unless otherwise specified, candidates are permitted to use quiet, handheld solar or battery-powered calculators. Devices with a typewriter keyboard, spell checker, personal digital assistant, address book, language translator, dictionary or any similar devices are prohibited

This exam is being prepared and rated by the New York State Department of Civil Service, in accordance with Section 23-2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with the preparation and rating of examinations will apply to the written examination.

VETERANS or disabled veterans who are eligible for additional credit must submit an application for veterans credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office.

APPLICATION FEE: A **\$15.00 NON-REFUNDABLE** fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Applications may be filed in person at the Troy Civil Service Commission Office in Troy City Hall, or by mail.

If mailing the application, send check or money order, payable to the Troy Civil Service commission, and write the exam number and last four (4) digits of your social security number on the check. **DO NOT SEND CASH THROUGH THE MAIL.** The address is Troy Civil Service Commission, City Hall, 433 River Street, Suite 5001, Troy, NY 12180.

Every question on the application must be answered. Submission of a resume instead of a complete application is unacceptable. An incomplete application may be disapproved. Applications are available on line at www.troyny.gov or at the Civil Service Commission Office, Troy City Hall, 433 River Street, Suite 5001, Troy, NY 12180.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household, eligible for Medicaid, Supplemental Security Income payments, Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are Job Training Partnership Act/Workforce Investment Act eligible. **All claims for application fee waiver are subject to verification. Complete a "Request for Application Fee Waiver and Certification" form and submit it with your application.** Forms can be obtained from the Troy Civil Service Commission, City Hall, 433 River Street, Suite 5001, Troy, NY or online at www.troyny.gov .

Accepted candidates will be notified when and where to appear for the examination. **No one will be admitted to the exam without a picture identification card, and an official admission letter.** If an application is rejected, due notice will be sent. The Commission does not make formal acknowledgment of receipt of an application. Call the Commission if you have not received your notice three (3) days before the date of the test.

RELIGIOUS ACCOMMODATIONS – DISABLED PERSONS-MILITARY MEMBERS: If special arrangements for testing are required, please indicate this on a separate sheet submitted along with your application.

CROSS FILER STATEMENT: Candidates applying for any other civil service exams to be given on the same date for employment with NY State or any other local government jurisdiction (excluding NY City):

If you have applied for both State and local government exams to be held on the same date, you must notify the Troy Civil Service Commission of your intent to take both a State and local government examination, no less than two (2) weeks before the date of the exam. When taking both a State and a local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examinations.

If you have applied for other local government exams, call or write to each civil service agency to make exam site arrangements. You must make your request for these arrangements no later than two (2) weeks before the date of the exams. You must notify all government civil service agencies with which you have filed an application of the exam site at which you wish to take your examination.

ALTERNATE TEST DATE POLICY: The Troy Civil Service Commission recognizes the need to accommodate applicants on other than regularly scheduled test dates. Our alternate test date policy is based upon the premise that a candidate will make such a request only because of compelling circumstances, like an emergency conflict between the announced date and an event of serious importance beyond his or her control. However, a candidate should make every effort to appear on the announced date.

Note- for situations such as medical emergencies, the candidate must notify the Civil Service Office no later than the Tuesday following the Saturday scheduled test date.

THE TEST CANNOT, UNDER ANY CIRCUMSTANCES, BE ADMINISTERED ONCE A CANDIDATE HAS BEEN IN CONTACT WITH OTHER CANDIDATES AFTER THE PRE-RATING REVIEW.

AN EXAMINATION CANNOT BE ADMINISTERED PRIOR TO THE SCHEDULED DATE.

To request an alternate test date, contact the Troy Civil Service Commission as soon as possible.

THE TROY MUNICIPAL CIVIL SERVICE COMMISSION AND ALL OF ITS APPOINTING AUTHORITIES ARE AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYERS. Hiring and promotion decisions are based solely upon qualifications and ability and do not discriminate on any other basis. Minorities are encouraged to apply.